

ADMINISTRATIVE GUIDELINE

600 Series- Education Program

Goals and Objectives of the Education Program	9/17/13	600
School Calendar	6/6/16	601
School Day	6/6/16	602
Emergency School Closings	6/6/16	603
Curriculum Development	9/17/13	604
Curriculum Adoption	9/17/13	605
Curriculum Evaluation	9/17/13	606
Adult Education	9/17/13	607
Basic Instruction Program	9/17/13	608
Special Education	9/17/13	609
Multicultural/Gender Fair Education	9/17/13	610
Health Education	9/17/13	611
Physical Education	9/17/13	612
Career Education	9/17/13	613
Academic Freedom	9/17/13	614
Teaching Controversial Issues	9/17/13	615
Instructional Materials Selection	9/17/13	616
Instructional Materials Inspection	9/17/13	617
Objection to Instructional Materials	9/17/13	618
Reconsideration of Instructional Materials	9/17/13	619
Reconsideration Request Form		
Reconsideration of Instructional Materials	9/17/13	620
School Library	9/17/13	621
Appropriate Use of Computers, Computer Network Systems and the Internet	9/17/13	622

Implementation of Technology Protection Measures Regarding the Use of the District's Computers, Computer Network Systems and Internet Access	9/17/13	623
Laptop Computer and/or Tablet	9/17/13	624
Use of Information Resources	9/17/13	625
Use of Information Resources Regulation	9/17/13	626
Student Production of Materials and Services	9/17/13	627
Student Field Trips and Excursions	9/17/13	628
Student Health Services	9/17/13	629
Technology Acquisition	5/13/04	630

ADMINISTRATIVE GUIDELINE

GOALS AND OBJECTIVES OF THE EDUCATION PROGRAM

The goals and objectives of the school district are designed to achieve the mission statement of the school district. Short-term and long-term objectives for the education program will be reviewed annually by the board. These objectives will reflect the results of the needs assessment, recommendations from the superintendent, changes in law, and any other relevant factors. Annually, the board will report regarding the progress toward the achievement of the goals and objectives of the education program.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

SCHOOL CALENDAR

The school calendar shall accommodate the education program of the school district. The school calendar shall be for a minimum of 180 days or 1080 hours and include, but not be limited to, the days for student instruction, staff development, in-service days, and parent/teacher conferences.

Special education students may attend school on a school calendar different from that of the regular education program consistent with their Individualized Education Program.

The board, in its discretion, may excuse graduating seniors from up to five days of instruction after the school district requirements for graduation have been met. The board may also excuse graduating seniors from making up days missed due to inclement weather if the student has met the school district's graduation requirements.

It shall be the responsibility of the superintendent to develop the school calendar for recommendation, approval, and adoption by the board annually. The board may amend the official school calendar when the board considers the change to be in the best interests of the school district's education program.

Revised: September 17, 2013
 June 6, 2016

ADMINISTRATIVE GUIDELINE

SCHOOL DAY

The student school day for grades one through twelve shall consist of a minimum of six and one-half hours, not including the lunch period. The school day consists of the schedule of class instruction and class activities as established and sponsored by the school district. Time during which students are released from school for parent/teacher conferences may be counted as part of the student's instructional time. The minimum school day shall meet the requirements as established for the operation of accredited schools.

The board may define the number of days kindergarten will be held and the length of each school day for the students attending kindergarten. The school day shall consist of a schedule as recommended by the superintendent and approved by the board.

The school district may also record a day of school with less than the minimum instructional hours if the total hours of instructional time for grades one through twelve in any five consecutive school days equals a minimum of thirty hours, even though any one day of school is less than the minimum instructional hours because of a staff development opportunity provided for the instructional staff or parent-teacher conferences have been scheduled beyond the regular school day. Parent-teacher conference time is included in the total of instructional hours for the day, week and calendar total hours or days. Schedule revisions and changes in time allotments will be made by the superintendent.

When the school is forced to close due to weather or other emergencies those hours of the day during which school was in session will count towards the 1,080 total hours required.

It shall be the responsibility of the superintendent to inform the board annually of the length of the school day.

Revised: September 17, 2013
 June 6, 2016

ADMINISTRATIVE GUIDELINE

EMERGENCY SCHOOL CLOSINGS

The superintendent of schools for the District or the superintendent's designee shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the conditions exist. The superintendent shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close.

Every reasonable effort shall be made to have students attend the total amount of school days or hours annually as specified by statute, state departmental rules, and local school board policy

Revised: September 17, 2013
 June 6, 2016

ADMINISTRATIVE GUIDELINE

CURRICULUM DEVELOPMENT

Curriculum development shall be an ongoing process in the school district. Each curriculum area shall be reviewed and revised when necessary according to the timelines set out by the superintendent. These timelines will provide for periodic review of each curriculum area.

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research of the school district's curriculum needs and a long-range curriculum development program. In making recommendations to the board, the superintendent shall propose a curriculum that will:

- fulfill the mission, beliefs, and vision of the school district;
- reflect current research and best practice;
- reflect the educational and operational assessments of the school district;
- identify Standards, Benchmarks, and Critical Objectives for each course or grade level;
- articulate courses of study from kindergarten through grade twelve;
- provide for continual assessment of a student's progress;
- improve instructional practice;
- meet the long and short range student achievement goals found in the District's School Improvement Plan;
- meet the requirements of the Iowa Department of Education in meeting General Accreditation Standards.

It shall be the responsibility of the superintendent to keep the board apprised of necessary curriculum changes and revisions and to develop administrative regulations for curriculum development.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

CURRICULUM ADOPTION

Curriculum of the school district will be recommended by the superintendent and approved by the board.

The District's Curriculum Plan shall contain a framework that describes the processes and procedures that will be followed to assist all staff in developing the knowledge and skills necessary to successfully implement the developed curriculum in each content area. This framework shall:

- be data driven;
- review both standardized and district assessment data for existing standards, benchmarks, and critical objectives;
- identify the strengths and weaknesses (gap analysis);
- study and identify best instructional practices;
- identify and develop research that demonstrates how students learn best;
- focus on developing plans that address weaknesses;
- provide ongoing staff development;
- describe procedures for purchase of instructional materials;
- communicate with both the external and internal customers using data; and
- continually assess changes in curriculum.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

CURRICULUM EVALUATION

When deemed necessary by the superintendent and whenever a new program is proposed, the board will review the curriculum to determine its strengths and weaknesses. The board may authorize the superintendent to appoint an ad hoc advisory committee to review the curriculum.

The board shall review the student performance on standardized tests, district created assessments, courses, and other indicators of student achievement as it related to the District's Standards and Benchmarks and Critical Objectives. It shall be the responsibility of the superintendent to provide the board/parents/community with the assessment scores on an annual basis.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

ADULT EDUCATION

The board recognizes that the general objectives of post-high school and adult education programs shall be the same as those of other levels of public education. These general objectives include the preparation of individuals for democratic citizenship, providing individuals with means for economic improvement and cultural development, and the enrichment of the personal lives of all the participating individuals.

The post-high school and adult education programs shall be administered by the school district's administrative staff. The physical facilities of the school district shall be made available for use in these programs when there is no conflict with regular school activities. Recommendations for extension and expansion of adult education programs shall be made through the prescribed lines of authority and shall be presented to the board by the superintendent.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

BASIC INSTRUCTION PROGRAM

The basic instruction program shall include the courses required for each grade level by the State Department of Education. The instructional approach will be nonsexist and multicultural. The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should describe the program, its goals, the effective materials, the activities and the method for student evaluation.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

SPECIAL EDUCATION

The board recognizes some students have different educational needs than other students. The board shall provide a free appropriate education program and related services to students identified in need of special education. Special education services will be provided from birth until the appropriate education is completed, age twenty-one or the maximum age allowable in accordance with the law. Students requiring special education shall attend regular education classes, participate in non-academic and extracurricular services and activities and receive services in a regular education setting to the maximum extent possible appropriate to the needs of each individual student.

The appropriate education for each student shall be written in the student's Individualized Education Program (IEP). Special education students shall be required to meet the requirements stated in board policy or in their Individualized Education Programs (IEP) for graduation. It shall be the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

Children from birth through age 2 and age 3 through 5 shall be provided comprehensive special education services within the public education system. The school district shall work in conjunction with the area education agency to provide services, at the earliest appropriate time, to children with disabilities from birth through age 2. This shall be done to ensure a smooth transition of children entitled to early childhood special education services. The District provides services for eligible individuals as outlined in the District Special Education Services Delivery Plan for ages 3-5.

Secondary transition planning must begin no later than when the first IEP is to be in effect when the child turns 14, or younger if determined appropriate by the IEP team. Secondary transition is designed to be a results-oriented process that is focused on improving the academic and functional achievement of the child with the disability to facilitate the child's movement from school to post-school activities. This process should be based on specific knowledge and experiences of targeted future environments and activities, as well as transition assessment information. Secondary transition services must also be based on the child's needs, taking into account the child's strengths, preferences, and interests. The ultimate goal of secondary transition planning is to make the adjustment from high school as easy and successful as possible.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

MULTICULTURAL/GENDER FAIR EDUCATION

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability. The education program will be free of discrimination and provide equal opportunity for students and will foster knowledge of, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society with special emphasis on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

HEALTH EDUCATION

Students shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs, and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease; communicable diseases, including sexually transmitted diseases and Acquired Immune Deficiency Syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being.

The instruction provided shall be adapted in each grade level to aid understanding by the students. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from that instruction. The written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

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ADMINISTRATIVE GUIDELINE

PHYSICAL EDUCATION

Students in grades one through twelve shall be required to participate in physical education courses unless they are excused by the principal of their attendance center. Students may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or the student has been exempted because of a conflict with the student's religious beliefs, provided such excuse fits within federal and state laws.

Students in grades nine through twelve may also be excused from physical education courses if the student is enrolled in academic courses not otherwise available or the student has obtained a physical education waiver for a semester because the student is actively involved in an athletic program. Twelfth grade students may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school. Students who will not participate in physical education must have a written request or statement from the parents.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

CAREER EDUCATION

Preparing students for careers is one goal of the education program. Career education will be written into the education program for grades kindergarten through twelve. This education shall include, but not be limited to, awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

It shall be the responsibility of the superintendent to assist licensed employees in finding ways to provide career education in the education program. Special attention should be given to courses of vocational education nature. The board, in its review of the curriculum, shall review the means in which career education is combined with other instructional programs.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

ACADEMIC FREEDOM

The District believes students should have an opportunity to reach their own decisions and beliefs about conflicting points of view. Academic freedom is the opportunity of licensed employees and students to study, investigate, present, interpret, and discuss facts and ideas relevant to the subject matter of the classroom and appropriate to and in good taste with the maturity and intellectual and emotional capacities of the students.

It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views or biased positions in the classroom or through teaching methods. Teachers are not discouraged from expressing personal opinions as long as students are aware it is a personal opinion and students are allowed to reach their own conclusions independently. It shall be the responsibility of the principal to ensure academic freedom is allowed but not abused in the classroom. This policy, and rights thereunder, shall be limited by Policy 617.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

TEACHING CONTROVERSIAL ISSUES

A "controversial issue" is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation hold sincere, conflicting points of view. It is the belief of the District that controversial issues should be fairly presented in a spirit of honest academic freedom so that students may recognize the validity of other points of view but can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of the teacher to present a full and fair opportunity and means for students to study, consider and discuss all sides of controversial issues including, but not limited to, political philosophies. It shall be the responsibility of the teacher to protect the right of the student to study pertinent controversial issues within the limits of good taste and to allow the student to express personal opinions without jeopardizing the student's relationship with the teacher. It shall be the responsibility of the teacher to refrain from advocating partisan causes, sectarian religious views or selfish propaganda of any kind through any classroom or school device; however, an instructor shall not be prohibited from expressing a personal opinion as long as students are encouraged to reach their own decisions independently.

The District encourages full discussion of controversial issues in a spirit of academic freedom that shows students that they have the right to disagree with the opinions of others but that they also have the responsibility to base the disagreement on facts and to respect the right of others to hold conflicting opinions. This Policy shall guide and limit any academic freedom under Policy 616.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

INSTRUCTIONAL MATERIALS SELECTION

The District recognizes that the selection of instructional materials is a vital component of the school district's curriculum. The board has sole discretion to approve instructional materials for the school district. The board delegates its authority to determine which instructional materials will be utilized and purchased by the school district to the superintendent or superintendent's designee.

The curriculum review committee, as delegated to by the superintendent, is responsible for the selection of instructional materials. The committee may be composed of school district employees, parents, students, community members or representatives of community groups, and the superintendent, or designee, shall have final decision authority as to the members of the committee. In reviewing current instructional materials for continued use and in selecting additional instructional materials, the committee will consider the current and future needs of the school district as well as the changes and the trends in education and society. It is the responsibility of the superintendent to report to the board the action taken by the selection committee. In making its recommendations to the superintendent, the committee will recommend materials which:

- Support the educational philosophy, goals and objectives of the school district;
- Consider the needs, age, and maturity of students;
- Are within the school district's budget;
- Foster respect and appreciation for cultural diversity and difference of opinion;
- Stimulate growth in factual knowledge and literary appreciation;
- Encourage students to become decision-makers, to exercise freedom of thought and to make independent judgment through the examination and evaluation of relevant information, evidence and differing viewpoints;
- Portray the variety of careers, roles, and lifestyles open to persons of both sexes; and
- Increase an awareness of the rights, duties, and responsibilities of each member of a multicultural society.

Gifts of instructional materials must meet these criteria stated above for the selection of instructional materials.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

INSTRUCTIONAL MATERIALS INSPECTION

Parents and other members of the school district community may view the instructional materials used by the students. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents. The instructional materials must be viewed on school district premises. Copies may be obtained according to board policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding the inspection of instructional materials.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

OBJECTION TO INSTRUCTIONAL MATERIALS

Members of the school district community may object to the instructional materials utilized in the school district and ask for their use to be reconsidered. It is the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations for reconsideration of instructional materials.

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ADMINISTRATIVE GUIDELINE
RECONSIDERATION OF INSTRUCTIONAL MATERIALS
RECONSIDERATION REQUEST FORM

Request for re-evaluation of printed or multi-media material to be submitted to the superintendent

Review Initiated By:

Date: _____

Name: _____

Address: _____

City/State: _____ Zip Code: _____

Telephone: _____

School(s) in which item is used: _____

Relationship to school (parent, student, citizen, etc.): _____

Book or Other Printed Material, If Applicable:

Author: _____ Hardcover: _____ Paperback: _____ Other: _____

Title: _____

Publisher: _____

Date of Publication: _____

Multimedia Material, If Applicable:

Title: _____

Producer: _____

Type of material (filmstrip, motion picture, etc.): _____

Person Making the Request Represents: (circle one)

Self Group or Organization

Name and Address of Group or Organization: _____

1. What brought this item to your attention?

2. To what in the item do you object? (please be specific -- cite pages, frames, etc.)

3. In your opinion, what harmful effects upon students might result from use of this item?

4. Do you perceive any instructional value in the use of this item?

5. Did you review the entire item? If not, what sections did you review?

6. Should the opinion of any additional experts in the field be considered?

Yes _____ No _____

If yes, please list specific suggestions:

7. To replace this item, do you recommend other material which you consider to be of equal or superior quality for the purpose intended?

8. Do you wish to make an oral presentation to the Review Committee?

Yes _____ (a) Please contact the Superintendent

(b) Please be prepared at this time to indicate the approximate length of time your presentation will require.

Minutes _____

No _____

The committee will review your request and notify you if your request is granted; however, there is no guarantee that each and every request will be granted, either in terms of appearing before the committee or in receiving the amount of time requested.

Signature: _____

Date: _____

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ADMINISTRATIVE GUIDELINE

RECONSIDERATION OF INSTRUCTIONAL MATERIALS

- A. A member of the school district community may raise an objection to instructional materials used in the school district's education program despite the fact that the individuals selecting such material were duly qualified to make the selection and followed the proper procedure and observed the criteria for selecting such material.
1. The school official or employee receiving a complaint regarding instructional materials will try to resolve the issue informally. The materials generally will remain in use pending the outcome of the reconsideration procedure.
 - a. The school official or employee initially receiving a complaint will explain to the individual the board's selection procedure, criteria to be met by the instructional materials, and qualifications of those persons selecting the material.
 - b. The school official or employee initially receiving a complaint will explain to the individual the role of the objected material in the education program, its intended educational purpose, and additional information regarding its use. In the alternative, the employee may refer the individual to the teacher-librarian who can identify and explain the use of the material.
 2. The employee receiving the initial complaint will advise the building principal of the initial contact no later than the end of the school day following the discussion with the individual, whether or not the individual has been satisfied by the initial contact. A written record of the contact is maintained by the principal in charge of the attendance center. Each building principal shall inform employees of their obligation to report complaints.
 3. In the event the individual making an objection to instructional materials is not satisfied with the initial explanation, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.
- B. Request for Reconsideration

1. A member of the school district community may formally challenge instructional materials on the basis of appropriateness used in the school district's education program. This procedure is for the purpose of considering the opinions of those persons in the school district and the community who are not directly involved in the selection process.
2. Each attendance center and the school district's central administrative office will keep on hand and make available Reconsideration Request Forms. Formal objections to instructional materials must be made on this form.
3. The individual will state the specific reason the instructional material is being challenged. The Reconsideration Request Form is signed by the individual and filed with the superintendent.
4. The superintendent will promptly file the objection with the reconsideration committee for re-evaluation.
5. Generally, access to challenged instructional material will not be restricted during the reconsideration process. However, in unusual circumstances, the instructional material may be removed temporarily by following the provisions of Section B.6.d. of this rule.
6. The Reconsideration Committee
 - a. The reconsideration committee is made up of eight members.
 1. One licensed employee designated annually, as needed, by the superintendent.
 2. One teacher-librarian designated annually by the superintendent.
 3. One member of the administrative team designated annually by the superintendent.
 4. Three members of the community appointed annually, as needed, by the board.
 5. Two high school students, selected annually by the high school principal.
 - b. The committee will select their chairperson and secretary.
 - c. The committee will meet at the request of the superintendent.
 - d. Special meetings may be called by the board to consider temporary removal of materials in unusual circumstances. A recommendation for temporary removal will require a two-thirds vote of the committee.

- e. Notice of committee meetings is made public through appropriate publications and other communications methods.
- f. The committee will receive the completed Reconsideration Request Form from the superintendent.
- g. The committee will determine its agenda for the first meeting which may include the following:
 - 1. Distribution of copies of the completed Reconsideration Request Form.
 - 2. An opportunity for the individual or a group spokesperson to talk about or expand on the Reconsideration Request Form.
 - 3. Distribution of reputable, professionally prepared reviews of the challenged instructional material if available.
 - 4. Distribution of copies of the challenged instructional material as available.
- h. The committee may review the selection process for the challenged instructional material and may, to its satisfaction, determine that the challenge is without merit and dismiss the challenge. The committee will notify the individual and the superintendent of its action.
- i. At a subsequent meeting, if held, interested persons, including the individual filing the challenge, may have the opportunity to share their views. The committee may request that individuals with special knowledge be present to give information to the committee.
- j. The individual filing the challenge is kept informed by the reconsideration committee secretary on the status of the Reconsideration Request Form throughout the reconsideration process. The individual filing the challenge and known interested parties is given appropriate notice of meetings.
- k. At the second or a subsequent meeting the committee will make its final recommendation. The committee's final recommendation may be to take no removal action, to remove the challenged material from the school environment, or to limit the educational use of the challenged material. The sole criterion for the final recommendation is the appropriateness of the material for its intended educational use. The written final recommendation and its justification are forwarded to the board, the individual and the appropriate attendance centers. The superintendent may also make a recommendation but if so, it should be independent from the committee's.

Following the superintendent's decision with respect to the committee's recommendation, the individual or the chairperson of the reconsideration committee may appeal the decision to the board for review. Such appeal must be presented to the superintendent in writing within five days following the announcement of the superintendent's decision. The board will promptly determine whether to hear the appeal.

- l. A recommendation to sustain a challenge will not be interpreted as a judgment of irresponsibility on the part of the individuals involved in the original selection or use of the material.
- m. Requests to reconsider materials which have previously been reconsidered by the committee must receive approval of two-thirds of the committee members before the materials will again be reconsidered.
- n. If necessary or appropriate in the judgment of the committee, the committee may appoint a subcommittee of members or nonmembers to consolidate challenges and to make recommendations to the full committee. The composition of this subcommittee will approximate the representation of the full committee.
- o. Committee members directly associated with the selection, use, or challenger of the challenged material are excused from the committee during the deliberation of the challenged instructional materials. The superintendent may appoint a temporary replacement for the excused committee member, but the replacement must be of the same general qualifications as the member excused.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

SCHOOL LIBRARY

The school district will maintain a school library in each building for use by employees and by students during the school day. Materials for the centers will be acquired according to board policy, Instructional Materials Selection. It is the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the library. It is the responsibility of the superintendent to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the review of library and instructional materials, and for the handling of challenges to either library or classroom materials.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

APPROPRIATE USE OF COMPUTERS, COMPUTER-LIKE EQUIPMENT,
COMPUTER NETWORK SYSTEMS, AND THE INTERNET

The District is committed to making available to students and staff members access to a wide range of electronic learning facilities, equipment, and software, including computers, computer-like equipment (such as tablets), computer network systems, and the internet. The goal in providing this technology and access is to support the educational objectives and mission of the school district and to promote resource sharing, innovation, problem solving, and communication. The District's computers, computer-like equipment, computer network and/or internet connection is not a public access service or a public forum. The District has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer-like equipment, computer network and/or internet connection.

Access to the District's computers, computer-like equipment, computer network, and internet shall be available to all students and staff within the District. However, access is a privilege, not a right. Each student and staff member must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer-like equipment, computer network and the internet. The amount of time and type of access available for each student and staff member may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer-like equipment, computer network and the internet, they may still be exposed to information from the District's computers, computer-like equipment, computer network and/or the internet in guided curricular activities at the discretion of their teachers.

Every computer and/or computer-like equipment in the District having internet access shall not be operated unless internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer-like equipment, the District's computer network systems and the internet. Students and staff members will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer-like equipment computer network and the internet.

The use of the District's computers, computer-like equipment, computer network and internet access shall be for educational purposes only. Students and staff members shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and internet access. Student and staff member use of the District's computers, computer-like equipment, computer network and internet access shall also comply with all District policies and regulations. The following rules provide guidance to students and staff for the appropriate use of the District's computers, computer-like equipment, computer network and internet access. Inappropriate use and/or access will result in the restriction and/or termination of the privilege of access to and use of the District's computers, computer-like equipment, computer network and internet access and may result in further discipline for students up to and including expulsion and/or other legal action and may result in further discipline for staff members up to and including termination of employment and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. Inappropriate use of the District's computers, computer-like equipment, computer network and internet access includes, but is not limited to a violation of the following rules:

- Do not make or disseminate offensive or harassing statements or use offensive or harassing language including disparagement of others based on age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.

- Do not access, create or disseminate any material that is obscene, libelous, indecent, vulgar, profane or lewd; any material regarding products or services that are inappropriate for minors including products or services that the possession and/or use of by minors is prohibited by law; any material that constitutes insulting or fighting words, the very expression of which injures or harasses others; and/or any material that presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or will cause the violation of lawful school regulations.

- Do not disseminate or solicit sexually oriented messages or images.

- Do not use the District's computers, computer-like equipment and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

- Do not subscribe to or access, for personal or non-educational use, listservs, bulletin boards, online services, e-mail services, social networking sites (i.e., myspace, facebook,

twitter) or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software or other digital media. Illegal/unauthorized software or other digital media means any software or other digital media that has been downloaded or copied or is otherwise in the user's possession or being used without the appropriate registration and/or license for the software or in violation of any applicable trademarks and/or copyrights, including the payment of any fees to the owner of the software or other digital media.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM, DVD, flash drives or other storage media or alter or modify any data files stored on the District's computers, computer-like equipment or computer network systems without prior permission and/or supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs or files from the internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs or files downloaded from the internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District.

-Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not use an instant messenger service or program, internet relay chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer-like equipment, computer network systems and/or the District' internet connection, for non-instructional, non-educational, or personal purposes.

-Do not disable or circumvent or attempt to disable or circumvent filtering software without prior permission from the District's technology coordinator or other appropriate personnel.

-Do not vandalize the District's computers, computer-like equipment or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment, computer-like equipment or the computer network and any attempt to harm or destroy data stored on the District's computer equipment, computer-like equipment or the computer network or the data of another user. All users are expected to immediately report any problems or vandalism of

computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers, computer-like equipment or computer network systems or any network connected to the internet, including the use or attempted use or possession of computer viruses or worms or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel, staying on the network longer than is necessary to obtain needed information).

-Do not use the District's computers, computer-like equipment and/or computer network systems for any commercial or for-profit purposes, personal or private business, (including but not limited to shopping or job searching), product advertisement, political lobbying, or participation in political campaigns.

-Do not use the District's computers, computer-like equipment, computer network systems and/or the internet to access, download, transmit, and/or disseminate any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses and/or worms, offensive material, spam e-mails, any threatening or harassing materials, and/or any material that will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer; computer-like equipment, computer network systems and/or the internet. Students and staff shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the internet.

The District will, within the curriculum currently being offered, include age-appropriate content related to children's use of the internet. This may include anti-bullying and harassment considerations, social networking considerations and other considerations involving internet usage.

Although reasonable efforts will be made to make sure students will be under supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students may encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Students will be able to access the District's computers, computer-like equipment and computer network systems, including use of the internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer-like equipment, computer network systems and the internet. Students and staff members will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers, computer-like equipment, computer network systems and the internet; that they will comply with the policies and regulations; and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer-like equipment, computer network systems and internet access including, but not limited to, monitoring sites students and staff visit on the internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all computer and computer-like equipment and internet activity including any logs, data, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the District's computers, computer-like equipment and computer network systems, including the internet.

No warranties, expressed or implied, are made by the District for the computer technology and internet access being provided. Although the District has taken measures to implement and maintain protection against the presence of computer viruses, spyware, and malware on the District's computers, computer network systems, and internet access, the District cannot and does not warranty or represent that the District's computers, computer-like equipment, computer network systems or internet access will be secure and free of computer viruses, spyware or malware at all times. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District is not

responsible for the accuracy of information users access on the internet and is not responsible for any unauthorized charges students or staff members may incur as a result of their use of the District's computers, computer-like equipment, computer network systems, and/or internet access. Any risk and/or damages resulting from information obtained from the District's computers, computer-like equipment, computer network systems, and/or internet access is assumed by and is the responsibility of the user.

Students, parents, and staff members may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students, parents, and staff members are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students and/or staff to continue to have access to and use of the District's computers, computer-like equipment, computer network systems, and the internet.

The interpretation, application, and modification of this policy are within the sole discretion of the school district. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The board will review and update this policy as necessary. The district will maintain this policy at least five (5) years after the termination of funding pursuant to the Children's Internet Protection Act (CIPA) or E-rate.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

IMPLEMENTATION OF TECHNOLOGY PROTECTION MEASURES
REGARDING THE USE OF THE DISTRICT'S COMPUTERS, COMPUTER-LIKE EQUIPMENT,
COMPUTER NETWORK SYSTEMS, AND INTERNET ACCESS

The purpose of this policy is to provide a safe environment for students through the use of technology protection measures (i.e. filtering software) to enhance education in the school district.

The internet is an ever expanding resource that adds large quantities of content on a daily basis. However, some of the content is inappropriate for student use and may even be harmful to students' health, safety and welfare. Therefore, the school district has determined that it will establish this policy to limit student access to certain undesirable topics, including but not limited to, information and images that are obscene, constitute child pornography or are otherwise harmful to minors. Since it is not feasible for the school district to continually monitor the content of the internet, the school district will employ technology protection measures in the form of internet filtering software in an attempt to block access to these types of harmful and inappropriate materials.

The school district's implementation of internet filtering software does not guarantee that students will be prevented from accessing materials that may be considered inappropriate and/or harmful. However, it is a meaningful effort on the part of the school district to prevent students from accessing inappropriate and/or harmful materials on the internet. The school district makes no guarantee that the filtering software will be available at all times or that the filtering software will block all inappropriate and/or harmful material.

If there is an accessible Uniform Resource Locator [URL] that may be inappropriate, students, staff, and parents may request a review by designated district personnel, by completing an Add URL to Blocked Status Form. Upon review, the technology coordinator or other appropriate personnel will make a determination about blocking access to that site. If there is an educationally valuable URL that is blocked, students, staff, and parents may fill out the Remove URL from Blocked Status Form. The technology coordinator or other appropriate personnel will review the request and make a determination about unblocking the site.

Staff members may request that the internet filtering software be disabled for bona fide research or other lawful purposes. A Bona Fide Research Form will need to be filled out and reviewed by the technology coordinator or other appropriate personnel before the internet filtering software is disabled.

REVISED: September 17, 2013

ADMINISTRATIVE GUIDELINE

LAPTOP COMPUTER AND/OR TABLET

The school district has laptop computers and/or tablets for its faculty members and/or students to use inside and outside of school in order to enhance, enrich, and facilitate learning and teaching and to aid in administrative duties and school communications. All laptop computers, tablets and related equipment are school district property. The use of the district's laptop computers, tablets and related equipment shall be subject to all of the terms and conditions set out in the district's policies on appropriate use of computers, computer-like equipment, computer network systems, and the internet.

Faulty Members' Use of District's Laptop Computer and/or Tablet

Prior to using the district's laptop computers, tablets and related equipment, faculty members will sign a Staff Laptop Computer and/or Tablet Acceptance Form and Consent to Use of the District's Computers, Computer-Like Equipment, Computer Network Systems, and Internet Access and agree to all outlined policies before being issued a laptop computer and/or tablet. Faculty members shall not attempt to install software or hardware or change the system configuration, including any network settings, on any district laptop computer and/or tablet without prior consultation with the district's administration. Faculty members shall not attempt to change or modify in any way any related equipment that they are issued with the district's laptop computer and/or tablet.

Faculty members shall protect district laptop computers, tablets and related equipment from damage and theft. Each faculty member shall be responsible for any damage to the laptop computer, tablet and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the district, including damage to the computer, tablet, related equipment or the computer's hardware and/or software (including labor costs). Faculty members who choose to store school data, such as grades, tests or exams, on district laptop computers and/or tablets are required to back up this data on the district's network as a safety precaution against data loss.

Students' Use of District's Laptop Computer and/or Tablet

Prior to using the district's laptop computers, tablets and related equipment, a parent/guardian and/or the student will sign a Consent to Student Use of the District's Computers, Computer-Like Equipment, Computer Network Systems, and Internet Access and agree to all outlined policies before being issued a laptop computer and/or tablet.

Students shall protect district laptop computers, tablets and related equipment from damage and theft. Each student shall be responsible for any damage to the laptop computer, tablet and related equipment they have been issued from the time it is issued to them until the time it is turned back in to the district, including damage to the computer, tablet, related equipment or the computer's hardware and/or software (including labor costs).

ADMINISTRATIVE GUIDELINE

USE OF INFORMATION RESOURCES

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for school district staff to violate copyright requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, in conjunction with the principal to develop administrative regulations regarding this policy.

ADMINISTRATIVE GUIDELINE

USE OF INFORMATION RESOURCES

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the fair use doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use - The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work - The type of work to be copied.
- Amount and Substantiality of the Portion Used - Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or value of the Copyrighted Work - If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

Authorized Reproduction and Use of Copyrighted Material Reminders

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
 - A complete poem, if less than 250 words and two pages long, may be copied: excerpts from longer poems cannot exceed 250 words;
 - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or 10% of the work, whichever is less may be copied; in any event, the minimum is 500 words;
 - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
 - One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than 10 percent of the work.
- Spontaneity - Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect - Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

Copying Limitations

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable

materials such as workbooks, exercises, test booklets, answer sheets and the like.

- Employees shall not:
 - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
 - Copy or use more than nine instances of multiple copying of protected material in anyone term;
 - Copy or use more than one short work or two excerpts from works of the same author in any one term;
 - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
 - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
 - Require other employees or students to violate the copyright law or fair use guidelines.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available,
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

Recording of Copyrighted Programs

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision; check with the librarian or the subscription database, e.g. unitedstreaming.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first 10 consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10 day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the technology director or librarian; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia based instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;
- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for fifteen days, after fifteen days a copy may be saved on-site only: or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years, after that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant to fair use in an educational multimedia project:

- Motion media: ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1,000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: Up to ten percent, but no more than thirty seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations, cartoons and photographs: No more than five images **by** an artist, and no more than ten percent or fifteen images whichever is less from a collective work;
- Numerical data sets: Up to ten percent or 2,500 field or cell entries, whichever is less;

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

STUDENT PRODUCTION OF MATERIALS AND SERVICES

Materials and services produced by students at the expense of the school district are to be the property of the school district. Materials and services produced by students at the student's expense, except for incidental expense to the school district, are to be the property of the student. It shall be the responsibility of the superintendent to determine incidental expense.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

STUDENT FIELD TRIPS AND EXCURSIONS

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the school district.

In authorizing field trips and excursions, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity, and other factors deemed relevant by the superintendent. Written parental permission will be required prior to the student's participation in field trips and excursions. The superintendent's approval will be required for field trips and excursions outside the state. Superintendent or designee approval will be required for field trips and excursions which involve unusual length or expense.

Field trips and excursions are to be arranged with the principal well in advance and a detailed schedule and budget must be submitted by the employee to the principal along with the request for authorization of the field trip or excursion. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher may be required to submit a written summary of the event.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

STUDENT HEALTH SERVICES

Health services are an integral part of comprehensive school improvement assisting all students to increase learning, achievement, and performance. Health services coordinate and support existing programs to assist each student in achievement of an optimal state of physical, mental, and social well being. Student health services ensure continuity and create linkages between school, home, and community service providers. The school district's comprehensive school improvement plan, needs, and resources determine the linkages.

Revised: September 17, 2013

ADMINISTRATIVE GUIDELINE

TECHNOLOGY ACQUISITION

The district established the Information Services Department (ISD) in order to fulfill a commitment to adequately support technology, including computers and computer-like equipment (such as tablets), printers, software, network infrastructure, internet access, etc. In order to provide adequate and ongoing support for technology, the ISD must be included in technology acquisition decisions and any acquisition of technology must be approved by the Chief Operating Officer (or Superintendent's designee). ISD can assist with getting quotes, determining alternatives to consider, identifying what the district can and cannot support, identifying potential additional expenses, etc.

For the purposes of this guideline, the term "technology" includes computers, phones, SMART Boards, printers, video cameras, LCD TVs, software (Type to Learn, Earobics, Reading A to Z, etc.), web-based services and subscriptions (SuccessMaker, Destiny, TimeClock+, PowerSchool, etc.), etc. In short, if it is, connects to, or utilizes a computer, or is audio-visual equipment, then it should be considered technology. This policy applies to all technology acquired by the district, even that which is received at no cost or paid for with external funds (such as with a grant).

The process for receiving input and approval from the ISD varies based on several factors, including the scope of the acquisition and the funding mechanism for the purchase. Several scenarios are described below. Situations not described by one of these scenarios should be discussed with the Chief Operating Officer.

Scenario 1: Purchases of standard technology items, as typically handled by teacher-librarians, should use the technology requisition tree within the requisition process setup by the Business Office. This tree automatically includes the Chief Operating Officer.

Scenario 2: Purchases of non-standard items should be discussed with the Library Coordinator, Lead Systems Engineer, Help Desk Manager, or Chief Operating Officer, any of whom can then provide more information on next steps. Final approval must be obtained from the Chief Operating Officer (or Superintendent's designee).

Scenario 3: Items acquired outside the requisition process, such as with purchasing cards (p-cards), gift cards, grants, or provided as gifts or donations must be discussed with and approved by the Chief Operating Officer before acquisition by the district. Technology purchases through p-cards and gift cards are strongly discouraged and will only be approved when exceptional circumstances arise.

It is important to include the ISD early in the process of technology acquisition discussions. This may include inviting ISD staff to initial brainstorming meetings, vendor demonstrations, and similar discussions early in the process of acquiring new technology. The technology expertise of the ISD staff can supplement the expertise in other areas to ensure the district obtains the best technology, at reasonable prices, and is able to provide immediate and ongoing support.

Any questions about this guideline should be directed to the Chief Operating Officer.

Adopted: 5/13/14